



How to Complete the Transportation Location Change Form

Step-by-step instructions for Roots & Rise families — School Year 2024–2025

⚠️ IMPORTANT REMINDER BEFORE YOU BEGIN

- ✓ WCPS bus will **DROP OFF** your child at the Robert W. Johnson Community Center after school.
- ✗ The bus will **NOT** bring your child home at 7:00 PM.
- ✓ **Parents are responsible for PICK-UP at 7:00 PM.**

COMMON PROBLEMS & SOLUTIONS

✗ PROBLEM

"My information disappears when I print the form."

✓ SOLUTION

Don't print it first! Fill it out on your computer, then email the completed file to WCPS.

✗ PROBLEM

"The form only shows AM, not PM."

✓ SOLUTION

Use the **NEW** form attached to the email. Make sure to select **PM** for after-school drop-off.

✗ PROBLEM

"I'm not sure what to write."

✓ SOLUTION

Follow the step-by-step instructions below — they show you exactly what to enter in each field.

STEP-BY-STEP INSTRUCTIONS

- 1 Download the NEW Form**
 - Use the **Word document attached to this email** — not the one from the WCPS website.
 - Open it in **Microsoft Word** or **Adobe Acrobat**.
 - Do **NOT** print it before filling it out.
- 2 Fill Out Student Information**
 - **Student Name:** Your child's full legal name
 - **School:** Your child's current school

- **Grade:** Your child's current grade
- **Student ID:** If you have it (not required)

3 Enter Drop-Off Location **(Most Important!)**

Fill this out exactly as shown:

- **Alternate Stop Location:** Prospect Avenue (near RJWCC)
- **Drop-Off Address:** 109 W. North Avenue, Hagerstown, MD 21740
- **Drop-Off Time:** PM — select PM (not AM)
- **Days Needed:** Monday, Tuesday, Wednesday, Thursday

4 Fill Out Your Information

- **Parent/Guardian Name:** Your full name
- **Phone Number:** Your best contact number
- **Email:** Your email address
- **Signature:** Type your name in the signature field

5 Email the Completed Form to WCPS

- Save the completed form to your computer.
- Email it to: **wcpstransportation@wcps.k12.md.us**
- Or fax to: **301-766-2911**

6 Wait for WCPS Approval

- Processing takes up to **10 business days**.
- WCPS will contact you directly with approval and a start date.
- Once approved, please **let us know!**
- Each child requires their own form — even siblings.

FREQUENTLY ASKED QUESTIONS

Q: Do I need one form per child?

A: Yes. Even siblings must each have their own separate form.

Q: Will the bus bring my child home at 7:00 PM?

A: No. The bus only drops off at RJWCC after school. Parents must pick up at 7:00 PM.

Q: What if my child attends North Hagerstown High School?

A: North Hagerstown High School is within walking distance of RJWCC, so bus transportation is not available for those students.

Q: Can my child come to the program while waiting for approval?

A: Absolutely! We welcome drop-offs anytime. Don't let transportation delay your child's participation. Program runs Monday–Thursday, 2:30 PM – 7:00 PM.

Q: Do I need to resubmit this form every year?

A: Yes. The form must be completed each school year.

 Still Having Trouble? We're Here to Help!

 Call or text: **(888) 705-4787**

 Email: **info@rootsandriseclub.com**

 **www.rootsandriseclub.com**

 Robert W. Johnson Community Center
109 W. North Avenue
Hagerstown, MD 21740

 Mon–Thu | 2:30 PM – 7:00 PM